

TOWN OF FRANCESTOWN
OFFICE OF SELECTMEN
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Posted March 18, 2015

Request for Proposals
Town of Francestown Town Hall Owner's Representative

Proposals due: April 1, 2015 at 12:00 p.m.

Mandatory meeting for interested contractors: March 24, 2015 at 10 a.m. at the Francestown Town Hall (2 New Boston Road)

The Town of Francestown (the Town) is soliciting proposals from qualified firms or individuals (Contractors) to serve as the Owner's Representative (Owner's Rep) for the rehabilitation project of the Francestown Town Hall. The Owner's Rep will represent the Town in the design phases of the project and will serve as the Town's representative during the construction phase.

The Owner's Rep must be available to serve for the duration of the project and will provide professional support to the Town and its agents. Construction of the project is projected to begin in the late summer or fall of 2015 and to be completed by May 2016. The successful Contractor will be able to start immediately and will have a flexible schedule to be present on the job site and attend occasional night meetings as requested or appropriate. The ideal contractor will have a demonstrated engineering/construction management background working on projects of a similar size and scope, in addition to a demonstrated familiarity with building codes, ADA requirements, and the Secretary of the Interior's Standards for the Treatment of Historic Properties (specifically the standards for rehabilitation).

Summary & Background

The Francestown Town Hall is a historic building constructed in 1847. In this project the Town Hall will be undergoing a full rehabilitation. This project is funded in part by a New Hampshire LCHIP grant and all work will be completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties. For more information on the building and its history, interested parties should see James L. Garvin's report on the building commissioned by and available through the Town. Michael Petrovick from Catlin + Petrovick Architects, PC is providing architectural services for the project.

The Town Hall Rehabilitation project's final scope of work and budget is still pending, however the total project value is estimated in the \$800,000 - \$900,000 range with the following major components:

- Removal of existing restroom addition and construction of a new three-story addition to house an egress stair;
- Construction of code compliant restroom facilities;
- Restoration of historic windows;
- Replacement of heating system and upgrades to the building's mechanical, plumbing, and electrical infrastructure;
- Upgrades to the building for code compliance, including ADA accessibility, including installation of a LULA (Limited Use Limited Access) elevator;
- Interior restoration, including fine carpentry, restoration of plaster, painting, etc.
- Re-grading of Town Common lawn and parking lot to improve access and drainage;
- Installation of Fire Suppression system;
- Possible installation of new septic system (to be determined); and
- Creation of exterior entrance walk-way/ramp and platform.

Scope of Service

The Town is nearing completion of the programming and schematic design phase, with a few outstanding issues to be resolved with input of the Owner's Rep. In the remainder of the design phases, the Owner's Rep will work closely with the architect, Town staff and volunteers to:

- Coordinate review of design and assist with construction budget estimates;
- Coordinate the creation of a project construction schedule;
- Advise the Town and assist in determining the most economical/appropriate approach for construction for this project (Construction Management or General Contractor); and
- Provide other services as determined.

During the construction phase, the Owner's Rep will serve as the Town's eyes and ears at the job site and will provide the following services:

- Review and monitor construction schedule and budget;
- Observe progress through frequent inspection of work as it is completed to ensure compliance with plans and acceptable methods and report back to architect (frequency will be dependent on work flow, however often daily inspections will be necessary);
- Maintain orderly file of project documents on behalf of the Town;
- Coordinate weekly project meetings and maintain detailed meeting notes;
- Track construction phase documentation (submittals, RFIs, change orders, etc.);
- Maintain Project Records;
- Prepare periodic project update reports (at least bi-weekly);
- Review contractor payment requests;
- Provide testing administration;
- Assist with identification of appropriate changes in scope and managing those changes;
- Serve as principal liaison between the Town, architect and contractor(s);
- Ensure contractor compliance with safety plan and other best practices; and

- Coordinate timely completion of the project and successful closeout.

General Information

Award of Contract – It is the policy of the Town of Francestown that contracts are awarded only to responsible vendors. In order to qualify as responsible, a prospective vendor must meet the following standards as they relate to this request: have adequate financial resources for performance or have the ability to obtain such resources as required during performance; have the necessary experience, organization, technical and professional qualifications, skills and facilities; be able to comply with the proposed or required time of completion or performance schedule; and have a demonstrated satisfactory record of performance.

Pricing – All prices should include all labor and material costs, and any discounts offered.

Governing law – All contracts entered into by the town shall be governed by the laws of the State of New Hampshire. Any claims arising out of the contract shall be brought only in the Hillsborough County Superior Court.

Payment – The Town and the Contractor may mutually agree to intermediary payments at stages of completion of the project or on a periodic basis. At least ten percent (10%) of the total cost will be retained until the project is 100% completed.

Insurance – The successful Contractor, prior to the execution of the contract, must produce a certificate of insurance, naming the Town an Additionally Named Insured, for the following types and levels of coverage:

- | | |
|----------------------------|-------------|
| • Workers Compensation | Statutory |
| • Automobile and Equipment | \$1 Million |
| • Errors and Omissions | \$1 Million |

Submission Information

All Respondents shall:

1. Attend the mandatory informational meeting on March 24 at 10 a.m.;
2. Return a signed copy of the attached Cost Proposal sheet, indicating understanding of the scope of the project;
3. Show evidence of familiarity with work of comparable scope and size in the form of at least three references;
4. Supply the Town with a detailed proposal; and
5. Provide additional qualifications, experience, and references at the Contractor's discretion.

Proposals must be received at the Francestown Town Offices, P.O. Box 5 (27 Main Street) Francestown, NH 03043 no later than 12:00 p.m. on April 1, 2015 in order to be eligible for

consideration. Each proposal must be submitted in a sealed envelope clearly marked: “Town Hall Owner’s Rep.”

The Town of Francestown reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest, regardless of the lowest proposal amount. The Town reserves the right to request additional data or information or a presentation in support of written proposals, however the Town may award a contract based on the offers received, without additional submissions. The proposal should be submitted on the most favorable terms, from all aspects, which the contractor can submit. The Town reserves all rights to negotiate with the contractor of its choice based not solely upon cost alone, but on the qualifications and ability of the contractor to perform, consistent with the Town’s intent, requirements, time schedule, and funds availability. The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;
- Negotiate and accept, without advertising, the proposal of any other company in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by companies for its own use at its sole discretion.

Any questions regarding this project should be directed to Town Administrator Michael Branley at 547-3469 or selectmensoffice@francestownnh.org.

TOWN OF FRANCESTOWN

Town Hall Owner's Rep

Cost Proposal

CONTRACTOR INFORMATION

Contractor's Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Proposal:

Cost proposal for services outlined in Scope of Services: \$ _____

Hourly Rate for additional services: \$ _____ per hour

Please attach additional sheets to outline services to be provided and qualifications.

References:

	Name / Contact	Phone Number	Year work completed
1.			
2.			
3.			
4.			
5.			

By signing below you certify the information above and a full understanding of the project as outlined in the scope of work, during the mandatory meeting, and the project's timeline.

Name and Title of Authorized Signatory: _____

Signature _____ Date: _____